

Chatham Student E-mail on Office 365

Chatham University is switching over to Office 365 for the upcoming school year. But, Office 365 is *more* than just email. Office 365 has an online software suite and social networking on the cloud.

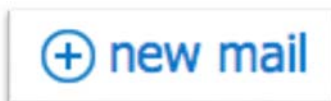
Here is what you need to know to get off the ground running with your *new* email!

Logging In:

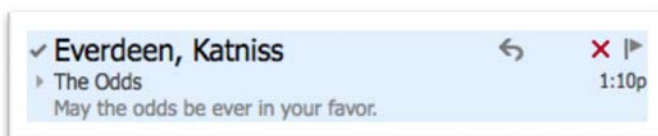
1. First, go to the Office 365 portal (<https://portal.microsoftonline.com>)
2. Put in your Chatham email address (ex.jstaff@chatham.edu)
3. Click on password to get re-directed to University's login on Microsoft site.
4. Put in email address and password, Click "Sign In"
5. To look at email, click on the "Outlook" tab

**Note: First sign in will take a few moments to build your profile. Your Chatham email will still correspond with Outlook on your computer.*

Basic Features:



Click "+ new mail" to send new messages.



Click an email to open it up, and expand it on the right window.

Check out your tab to see other applications.



Advanced Features:



Changing Your Settings

Click the gear at the top-right of the page. This will allow you options to change your account, apps, settings, and more.

CONVERSATIONS BY DATE ▾

Switching "Conversations" On and Off

"Conversations" are messages that share the same subject line. This feature is turned *on* automatically in your email. However, you can turn this off by going to the tab in your email above your messages that says "Conversations By Date". Scroll down the list and click "Conversations; off"

*This same tab is responsible for how you can organize your messages.



Connecting Desktop Applications

If you have Microsoft Office, you are able to connect them to Office 365. This includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.

At the top of the page, there are "Sites" and "SkyDrive" tabs. Both of these programs allow you to share your documents from Microsoft Office. To make a new document, click "SkyDrive" and then click "New Document"

Connecting to your Mobile Devices

You can use Office 365 with your mobile devices, whether it's a Android, BlackBerry®, iPhone, or Windows phone. To see setup instructions, click "Settings", then "Get Started", and then "Phone & tablet"

Resources:

Office 365 Help

<http://onlinehelp.microsoft.com/en-us/office365-smallbusinesses/ff637546.aspx>

Office 365 Community

<http://community.office365.com/en-us/default.aspx>

Contact Us:

If you have any more questions or comments, please contact our Help Desk at 412-365-1112 or helpdesk@chatham.edu.